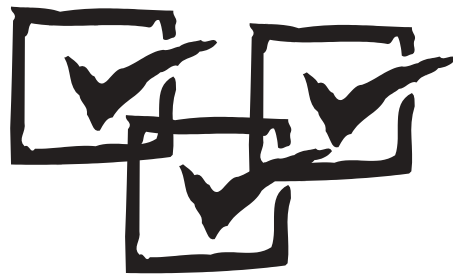


2003

New Jersey

Chronological Elections Guide



**Division of
Elections**

- **Election Dates**
- **Filing Petitions**
- **Duties of Election Officials**
- **Directory of County Election Officials**



**New Jersey
Department of Law & Public Safety**

www.NJElections.org



Dear Reader:

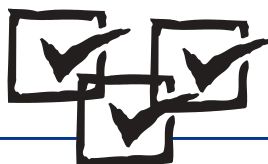
The right to vote is our most sacred constitutional right. This redesigned Chronological Elections Guide (previously the Chronological Elections Index) is a longstanding publication issued by the State of New Jersey as a reference guide to New Jersey's electoral process.

The 2003 Chronological Elections Guide sets forth the important deadlines for the upcoming, major elections to be held in the State this year. These elections are the April annual school elections, the May municipal elections held in certain non-partisan municipalities, as well as the June Primary and November General Elections.

For the first time, this publication includes sections regarding non-partisan and school board elections. This Guide also includes an outline of the specific duties of New Jersey's various election officials.

I sincerely hope this Guide helps New Jersey's qualified citizens exercise this precious right.

David Samson
Attorney General of New Jersey

**Division of
Elections**

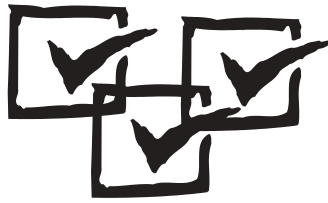
Dear Reader:

During the last six months, your cooperation, support and interest in improving the elections process in New Jersey has contributed to the overall improvement in elections administration.

This collaborative effort can only be strengthened by your continued involvement and feedback to improve the elections process in the state of New Jersey.

Ramón de la Cruz
Director, Division of Elections

	Page
Division of Elections Staff Directory	1
Primary Electoral Responsibilities for the Election Office in New Jersey	3
State and Federal Elections Calendar	5
Statutory Schedule for Non-Partisan Municipal Elections	17
School Election and Budget Procedures Calendar	19
■ Type II School Districts Including All Regional Districts	20
■ Type I School Districts	26
■ State-Operated School Districts	28
■ County Vocational Districts	30
■ County Special Services School Districts	31
■ Educational Service Commissions	32
Directory of County Election Officials	33
■ County Clerks	34
■ County Boards of Election	36
■ County Superintendents of Elections/Commissioners of Registration	38



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A. New Jersey Attorney General (through the Division of Elections):

1. Chief Election Official in the State to assure compliance with the federal National Voter Registration Act (NVRA), which includes all reporting requirements to the Federal Election Commission
2. Certifies voting machines for use in all elections
3. Filing Officer for all federal and state public elective offices
4. Oversees compliance with polling place accessibility for elderly and handicapped voters
5. Regulatory authority for voter registration, political party declarations, absentee voting, election district requirements and polling place accessibility

B. County Superintendent of Elections:

(in ten counties of New Jersey; see attached address list)

1. County's Commissioner of Registration
2. Custodian of the County's voting machines
3. Police Powers to enforce election laws

C. *County Board of Election:

(in all 21 counties)

1. Appoints and supervises district board workers
2. Certifies the polling places for election days
3. Canvasses and counts absentee and provisional ballots

*In those eleven counties without the Office of County Superintendent of Elections, the County Board of Elections acts as the County Commissioner of Registration and custodian of the voting machines, but does not have police powers.

D. County Clerk

1. Filing Officer for nomination petitions for county offices.
2. Prints ballot materials (i.e., absentees, emergency, machine strips, provisional and sample ballots)
3. Reviews absentee ballot applications; if approved, sends out ballot materials; if rejected, notice is given to voter
4. Clerk of the County Board of Canvassers (which is the four-member County Board of Election), which certifies election results for county, partisan municipal and school elections

E. Municipal Clerk

1. Voter registration office for the receipt of voter registration and party declaration forms
2. Recommends polling places to the county board of election
3. Assists County Superintendents and Boards of Election in assuring the proper conduct of an election
4. Publishes the notice for absentee ballot availability in school elections for a school district within a single municipality; and will also publish for any municipal election

F. *School Board Secretary

1. Filing Officer for nomination petitions for school board candidates
2. Draws ballot positions for school elections

**It is the School Board that sets the hours for a school election and the hourly wage for the district board workers*

2003

New Jersey Chronological Elections Guide

State and Federal Elections Calendar

Date(s)

Deadlines and Citations

Jan 16 - Feb 14

Nomination of County Board Members

(30 day period before February 15)

During this time each year, the county chairs and vice chairs of each political party* county committee, and the state committeeman and committeewoman of each of such two (2) political parties shall meet and jointly nominate one (1) person for member of the county board.

N.J.S.A. 19:6-18

February 15

Evening Registration Plan

On or before this date, the commissioner of registration in each county shall submit to the Attorney General a plan providing for evening registration for the primary election.**

N.J.S.A. 19:31-2

March 1

Governor Commissions County Election Board Members

On or before this date, the Governor shall issue commissions to the two county board of election members nominated by the two political parties in each county.

N.J.S.A. 19:6-18

March 1

Notice by Chairperson of the State Committee in a Year when a Governor is to be Elected

Chairperson of the state committee of a political party shall, on or before this date, notify in writing the chairperson of each county committee of the number of male or female members (of the state committee) or members with less than one full vote, to be elected from the county at the ensuing primary election.

N.J.S.A. 19:23-1

March 1 - 15

Organize: County Boards of Election

At ten o'clock a.m. on the second Tuesday of March (March 11th) or on such day as they may agree upon within the first fifteen days of March, the county board shall meet at the courthouse or other place and organize. Before entering upon the performance of their duties they shall take and subscribe an oath or affirmation before the county clerk.

N.J.S.A. 19:6-22 & 19:6-23

March 20

Deadline for Creating, Abolishing, Dividing or Consolidating an Election District

(75 days before Primary Election)

No county board shall create, abolish, divide or consolidate an election district in the period commencing 75 days before the primary election through the day of the general election.

N.J.S.A. 19:4-15

Mar 30 - April 12

Notice of Requirements to Vote in Primary Election; Publication

County commissioners of registration to publish notice of requirements to vote in primary. Notice to be published once during each of the 2 calendar weeks next preceding the week in which the 50th day next preceding the primary occurs.

N.J.S.A. 19:23-45.1

**Under current law, the Democratic and Republican parties are the only "recognized political parties in New Jersey."*

***In counties where there is a superintendent of elections, that office serves as the commissioner of registration; in all other counties it's the county board of elections.*

2003**New Jersey Chronological Elections Guide****State and Federal Elections Calendar****Date(s)****Deadlines and Citations****April 1****Appointment of District Boards**

On or before this date, the county board of election shall appoint the members of the district boards.

N.J.S.A. 19:6-3

April 1**Notice to Clerk by County Chairs**

On or before April 1, the chair of each county committee of the two political parties shall file with the county clerk the number of male or female members (of the state committee) or members with less than one full vote, to be elected from the county at the ensuing primary election.

N.J.S.A. 19:23-1

April 1**Number of County Committeepersons**

On or before this date, the chairperson of each county committee shall file with the clerks of the several municipalities, the number of county committeemen and committeewomen to be elected at the ensuing primary election.

N.J.S.A. 19:23-1

April 1**Unit of Representation - Election Districts**

Before this date, the chairperson of the county committee of the two political parties shall certify to each municipal clerk the unit of representation in such municipality together with the enumeration of election districts within such unit.

N.J.S.A. 19:5-3

April 1**Polling Places**

On or before this date, municipal clerks shall certify to the county boards suggested lists of polling places.

N.J.S.A. 19:8-2

April 4**Notice to County Clerks and County Boards of Election; Available Offices and Public Questions**

(60 days before Primary Election)

In every year wherein electors of President and Vice-President of the United States, U.S. Senator(s), member(s) of the House of Representatives, a Governor, Senator(s) or member(s) of the General Assembly for any county, or any of them are to be elected, or any public question to be submitted to the voters of the entire state, the Attorney General shall deliver to the clerk of every county and the county boards wherein such election is to be held, a notice stating that certain officers are to be elected and public question is to be submitted to the voters at the ensuing general election.

N.J.S.A. 19:12-1

April 5 - May 4**Notice of Primary Election**

(30 days before the close of registration for the Primary Election)

Each county board shall cause a general notice to be published providing information on the upcoming Primary Election.*

N.J.S.A. 19:12-7

April 7**Petition Filing and Acceptance Deadline**

(Before 4:00 p.m. of the 57th day before Primary Election)

Petitions addressed to the Attorney General, the county clerks or municipal clerk, to nominate candidates for the primary election shall be filed with such offices respectively.

N.J.S.A. 19:23-14

2003**New Jersey Chronological Elections Guide****State and Federal Elections Calendar****Date(s)****Deadlines and Citations****April 11****Objections to Nomination Petitions for Primary Election Candidates***(Within 4 days of filing deadline)*

Any objections to nomination petitions must be duly made in writing and filed with the officer with whom the original petition was filed no later than the fourth day after the last day for the filing of petitions.

N.J.S.A. 19:13-10

April 13**Publish Notice - Military Service and Civilian Absentee Voters***(Prior to the 50th day before Primary Election)*

No later than this date, the county clerk shall publish separate notices to civilian absentee voters and military service voters who may desire to apply for a military service ballot or for a civilian absentee ballot for the Primary Elections.

N.J.S.A. 19:57-7

April 14**Notice from County Clerk of Offices to be Filled***(No later than 50 days before Primary Election)*

Every county clerk shall deliver to each municipal clerk and the county board in counties of the first class, a notice of officers whose terms will expire and who will be chosen at the ensuing general election.

N.J.S.A. 19:12-5

April 14**Change of Party Affiliation Declaration Forms to be Filed***(50 days before Primary Election)*

On or before this date, a voter desiring to change his or her party affiliation must file a political party affiliation declaration form with the municipal clerk or county commissioner of registration in order to vote in the primary election.

N.J.S.A. 19:23-45

April 14**Notice of Officers to be Elected at General Election***(50 days before Primary Election)*

County clerks shall provide to each municipal clerk a copy of the notice received from the Attorney General of the officer(s) to be elected at the ensuing general election.

N.J.S.A. 19:12-3

April 16**Determination of Petition Challenge for Primary Election Candidates***(48 days before the Primary Election)*

Validity of objection to petitions of nomination to be determined on or before this date.

N.J.S.A. 19:13-11

April 16**Certification by Attorney General***(48 days before Primary Election)*

Attorney General to certify names of persons endorsed in petitions filed in his or her office to the county clerks on or before this date, specifying political parties to which the endorsed candidates belong and provide a copy to the Election Law Enforcement Commission.

N.J.S.A. 19:23-21

**Under current law the primary election is held only for the Democratic and Republican parties.*

2003**New Jersey Chronological Elections Guide****State and Federal Elections Calendar****Date(s)****Deadlines and Citations****April 16****County Clerk to Transmit Candidate Names to Election Law Enforcement Commission***(48 days before Primary Election)*

The county clerk shall transmit the names, addresses, party affiliations together with the slogans and designations of all candidates received from the municipal clerks to the Election Law Enforcement Commission in the form and manner prescribed by the Commission and shall notify the Commission immediately upon the withdrawal of a petition of nomination.

N.J.S.A. 19:23-14

April 16**Filing Certificate to Fill Vacancy of a Party Candidate***(48 days before Primary Election)*

No later than this date, three signers on a petition for public office constituting a committee on vacancies may file a certificate to fill a vacancy with the Attorney General and County Clerk. The name of the candidate shall be immediately certified to the proper municipal clerks.

N.J.S.A. 19:23-12

April 17**County Clerk Certifies Candidate Names to Municipal Clerks and to Election Law Enforcement Commission***(47 days before Primary Election)*

County clerk to certify all persons certified by the Attorney General, and the names of all persons endorsed in the petitions filed in his/her office, to the clerk of each municipality concerned in his/her county. County clerk shall in addition, forward this information regarding persons, other than candidates for federal office, to the Election law Enforcement Commission.

N.J.S.A. 19:23-22

April 17**County Clerk Drawing for Ballot Positions***(47 days before Primary Election)*

Federal, state and county officers' names to be drawn for primary election ballot position by the county clerk at his or her office at 3:00 p.m.

N.J.S.A. 19:23-24

April 21**Recourse to Court by Candidate for Protection of Rights***(12 days after Petition filing deadline)*

Last day for candidate to appeal to the Superior Court to protect his or her rights under petition of nomination.

N.J.S.A. 19:13-12

April 24**Mailing of Absentee Ballots**

As soon as practicable after the 40th day preceding the primary election, the county clerk shall forward a civilian absentee ballot or military service absentee ballot to each approved applicant.

N.J.S.A. 19:57-11

May 5**Evening Registration***(29 days before Primary Election)*

Evening registration shall be made available in the office of each commissioner of registration between the hours of 4 p.m. and 9 p.m.

N.J.S.A. 19:31-2

2003**New Jersey Chronological Elections Guide****State and Federal Elections Calendar****Date(s)****Deadlines and Citations****May 5****Last Day to Register to Vote for Upcoming Primary Election***(29 days before Primary Election)*

Last day to register for upcoming primary election.

N.J.S.A. 19:31-6

May 13 - 23**Instruction of Election Officers***(Not less than 10, nor more than 21 days before the Primary Election)*

During this time period, the county boards of election shall cause new members of the district boards who are to serve in the election districts to be instructed in the conduct of elections.

N.J.S.A. 19:50-1

May 15**Polling Places Certified**

Before this date the county board shall certify a list of polling places to the sheriff, county clerk, superintendent of elections and municipal clerks.

N.J.S.A. 19:8-4

May 15**Inaccessible Polling Places Certified - Report to Attorney General**

Before this date the county board shall report to the Attorney General a list of polling places in the county, specifying any found inaccessible.

N.J.S.A. 19:8-3.4

May 20**Organization Meeting of District Boards of Election***(Second Tuesday before Primary Election)*

Members of the district board to meet and organize on or before this date for the primary election.

N.J.S.A. 19:6-10

May 20**Challengers***(Second Tuesday before Primary Election)*

On or before this date, the appointment of or application for challengers shall be filed with the county boards.

N.J.S.A. 19:7-3

May 25 - 31**Notice of Primary Election Published***(Once during the calendar week before the week in which the Primary Election is held)*

The county board in each county shall cause a general notice to be published in the county during this period of time.

N.J.S.A. 19:12-7

May 27**Deadline for Civilian Absentee Ballot Applications by Mail***(7 days before Primary Election)*

At any time not less than 7 days prior to the primary election in which a voter desires to vote by mail, a voter may apply to the county clerk for a civilian absentee ballot.

N.J.S.A. 19:57-4

May 27**County Boards Advertise Challenge and Complaint Procedures at Polling Places***(7 days before Primary Election)*

Notice to be published on this date.

N.J.S.A. 19:12-9

2003

New Jersey Chronological Elections Guide

State and Federal Elections Calendar

Date(s)

Deadlines and Citations

May 27 - June 2

Deadline for Civilian Absentee Ballot Application in Person

(7 day period prior to Primary Election)

Any civilian absentee voter who fails to apply in writing for an absentee ballot within 7 days prior to the primary election may apply in person, or by authorized messenger if the voter is sick or confined, to the county clerk on any day up to 3 p.m. of the day before the election.

N.J.S.A. 19:57-4

May 28

Sample Ballots, Prepared and Mailed

(Wednesday before Primary Election)

Sample ballots shall be prepared and deposited in the post office on or before 12 noon on the Wednesday preceding the primary election day.

N.J.S.A. 19:23-34

May 30

Deadline for Application for Faxed Federal Ballot

A qualified overseas voter who wishes to receive a ballot by fax for the federal Primary Election, must apply to the county clerk no later than the fourth day before the Primary Election.

June 2

County Boards Advertise Challenge and Complaint Procedures

(Day before Primary Election)

Notice to be published on this date.

N.J.S.A. 19:12-9

June 3

Primary Election Day

(Tuesday after first Monday in June)

N.J.S.A. 19:2-1

Polls are open from 6 a.m. to 8 p.m.

N.J.S.A. 19:23-40

June 3

Petition Filing Deadline for Independent Candidates for General Election

(Before 4:00 p.m. of the day of the holding of the Primary Election)

All such petitions shall be filed with the appropriate election office.

N.J.S.A. 19:13-9

June 9

Objections to Nomination Petitions for General Election Candidates

(Within 4 days of filing deadline)

Any objections to nomination petitions must be duly made in writing and filed with the officer with whom the original petition was filed no later than the fourth day after the last day for the filing of petitions.

N.J.S.A. 19:13-10

June 10

Write-in Nominations

(7 days after Primary Election)

On or before this date, any person who did not file a petition for the primary election, but received a nomination at said election by having his name written on the ballot, shall file his acceptance with the county clerk, for municipal and county offices, or the Attorney General for state and federal offices.

N.J.S.A. 19:23-16

2003**New Jersey Chronological Elections Guide****State and Federal Elections Calendar****Date(s)****Deadlines and Citations****June 10****Duplicate Nominations for Same Office***(7 days after Primary Election)*

On or before this date, a candidate nominated at the primary election for the same office by more than one party or group of petitioners shall designate the column in which his name is to appear on the general election ballot.

N.J.S.A. 19:14-9

June 11**Municipal Clerk to Certify to County Clerk and County Board Names of County Committee Persons***(Within 8 days after Primary Election)*

Last day for municipal clerk to certify to the county clerk and county board two copies of the names and post office addresses of the persons elected as members of the county committee of the several political parties, together with the ward, district or unit which said persons represent.

N.J.S.A. 19:23-54

June 13**Deadline for Filing of Election Contest Petition***(Up to 10 days after Primary Election)*

A petition to contest any primary election result must be filed in Superior Court not later than the 10th day after the primary election.

N.J.S.A. 19:29-3

June 13**Canvass of Votes by County Clerks***(10 days after Primary Election)*

The county clerks shall within 10 days after primary election transmit to the Attorney General a statement showing the total number of votes cast for the offices of United States Senator and member of the House of Representatives.

N.J.S.A. 19:23-55

June 13**Amendment of Defective Petition for Independent General Election Candidates***(On or before 10th day after filing deadline)*

Last day to amend petitions of nomination in matters of substance or of form but not to add signatures.

N.J.S.A. 19:13-13

June 13**Determination of Petition Challenge to Independent General Election Candidates***(On or before 10th day after filing deadline)*

Validity of objection to petitions of nominations to be determined on or before this date.

N.J.S.A. 19:13-11

June 14**Recount Applications to Judge of Superior Court***(Second Saturday after Primary Election)*

Applications for recount of votes cast for a candidate at the primary election shall be made on or before this date.*

N.J.S.A. 19:28-1

June 18**Application for Recheck of Voting Machines***(Within 15 days after Primary Election)*

Deadline to apply for a recheck of voting machines by defeated candidates.

N.J.S.A. 19:52-6

2003**New Jersey Chronological Elections Guide****State and Federal Elections Calendar****Date(s)****Deadlines and Citations****Attorney General - Certificates of Nomination Issued**

The Attorney General shall issue a certificate of nomination to each person nominated by the voters of the state in each congressional district.

N.J.S.A. 19:23-57

July 1**Evening Registration**

On or before this date, the commissioner of registration in each county shall submit to the Attorney General plans for evening registration for the general election.

N.J.S.A. 19:31-2

August 4**Proposed Amendments to the NJ Constitution - Public Questions - Publication**

(Not less than 3 months prior to submission to the people)

A proposed constitutional amendment to be voted on throughout the state at the general election must be published in the newspaper prior to this date.

NJ Constitution, Article IX,3

August 11**Attorney General, Statement to County Clerks of Nominations, Vacancies**

(86 days before General Election)

On or before this date, the Attorney General shall certify the names of the candidates nominated at the Primary Election or direct petition for federal offices to the county clerks. Such statements shall include party affiliation, if any, of the persons so nominated.

N.J.S.A. 19:13-22

August 11**County Clerk Drawing for Ballot Positions**

(85 days before General Election)

County clerk to draw to determine which columns the political parties which made nominations at the primary election shall occupy on the ballots and the position of names of candidates nominated by petition.

N.J.S.A. 19:14-12

August 22**Ordinance or Resolution for Submitting Question**

(74 days before the General Election)

Last day the governing body of any municipality or of any county may file a request with the county clerk to have a proposition appear on the general election ballot.

N.J.S.A. 19:37-1

August 26**Public Questions - other than proposed amendments to the NJ Constitution-Final Action By Governor or Legislature**

(Not less than 70 days following final action of the Governor or the Legislature)

On or before this date the final action of the Governor or the Legislature is necessary to submit a public question to the people of the entire state at the general election.

NJ Constitution, Article II, Sect. 1,P2

September 5**Deadline for Independent Candidate to Decline Nomination**

(60 days before General Election)

Last day independent candidate can withdraw. Notice shall be provided to appropriate filing office.

N.J.S.A. 19:13-16

* A petition to contest may be filed within 10 days after the result of any recount has been determined or announced. N.J.S.A. 19:29-3

2003**New Jersey Chronological Elections Guide****State and Federal Elections Calendar****Date(s)****Deadlines and Citations****Deadline for a municipality to submit a public question***(60 days before General Election)*

Last day to submit municipal public question to county clerk to print upon official ballot.

N.J.S.A. 37-1:1

Sept 6 - Oct 5**Notice of Election***(30 days before the closing of registration books for the General Election)*

Each county board shall cause a general notice to be published providing information on the upcoming general election.

N.J.S.A. 19:12-7

September 11**Deadline for Filling of Vacancy for Independent Candidate***(Not later than 54 days before the General Election)*

A Vacancy (created at least 60 days before the general election) of an independent candidate may be filled no later than this date by way of the filing of a petition of a substitute candidate.

N.J.S.A. 19:13-19

September 15**Last Day Vacancy Can Occur for Primary Election Nominees***(51 days before General Election)*

This is the last day vacancy can occur for a candidate nominated at the primary election.

N.J.S.A. 19:13-20

September 15**Publish Notice - Military Service Absentee and Civilian Absentee Voters***(50 days before General Election)*

No later than this date, county clerks shall publish separate notices to civilian absentee voters and military service absentee voters who may desire to apply for a military service ballot or for a civilian absentee ballot for the General Election.

N.J.S.A. 19:57-7

September 17**Deadline for Filling Primary Nominee Vacancy***(48 days before General Election)*

Last day to fill a vacancy of primary nominees.

N.J.S.A. 19:13-20

September 22**Official Ballot Ready for Printer***(43 days before General Election)*

On or before noon of this date, the county clerk shall have ready for the printer a copy of the contents of official ballots.

N.J.S.A. 19:14-1

September 25**Mailing of Absentee Ballots**

As soon as practicable after the 40th day preceding the general election, the county clerk shall forward a civilian or military service absentee ballot to each approved applicant.

N.J.S.A. 19:57-11

2003

New Jersey Chronological Elections Guide

State and Federal Elections Calendar

Date(s)

Deadlines and Citations

October 6

Evening Registration

(29 days before the General Election)

Evening registration shall be made available in the office of each commissioner of registration between the hours of 4 p.m. and 9 p.m.

N.J.S.A. 19:31-2

October 6

Last Day to Register to Vote for the Upcoming General Election

(29 days before the General Election)

Last day to register for upcoming General Election.

N.J.S.A. 19:31-6

October 14 - 24

Instruction of Election Officers

(Not less than 10 nor more than 21 days before the General Election)

During this time period, the county board of election shall cause the members of the district boards who are to serve in the election districts to be instructed in the conduct of elections.

N.J.S.A. 19:50-1

October 20

Voter Registry Lists - Certification and Transmission

(15 days prior to the General Election)

On or before this date, the commissioner of registration shall certify and transmit to the county clerk a complete list of all registered voters.

N.J.S.A. 19:31-18

October 21

Challengers

(Second Tuesday before General Election)

On or before this date, the appointment of or application for challengers shall be filed with the county board.

N.J.S.A. 19:7-3

October 27

Registered Voters, Certified Count

(At least 10 days before General Election)

Each commissioner of registration shall transmit and certify to the Attorney General a report of the total number of registrations in that county.

N.J.S.A. 19:31-14.5

Oct 26 - Nov 1

Notice of General Election

(Once during the calendar week before the week in which the General Election is held)

Each county board shall cause a general notice to be published providing information on the upcoming general election.

N.J.S.A. 19:12-7

October 28

County Boards Advertise Challenge and Complaint Procedures at Polling Places

(7 days before General Election)

Notice to be published on this date.

N.J.S.A. 19:12-9

October 28

Deadline for Civilian Absentee Ballot Application by Mail

(7 days before General Election)

All mail absentee ballot applications must be sent to the county clerks by this date.

N.J.S.A. 19:57-4

2003**New Jersey Chronological Elections Guide****State and Federal Elections Calendar****Date(s)****Deadlines and Citations****Oct 28 - Nov 3****Deadline for Civilian Absentee Ballot Application In Person***(7 days before General Election)*

Any civilian absentee voter who fails to apply by mail, for an absentee ballot 7 days prior to the general election (Oct. 28) may apply in person, or by authorized messenger if the voter is sick or confined, to the county clerk on any day up to 3:00 p.m. of the day before the election (Nov. 3).

N.J.S.A. 19:57-4

October 29**Sample Ballots, Prepared and Mailed***(Wednesday before General Election)*

Sample ballots shall be prepared and deposited in the post office addressed to each registered voter on or before 12 noon on the Wednesday preceding General Election day.

N.J.S.A. 19:14-25

October 31**Deadline for Application for Faxed Overseas Federal Ballot**

A qualified overseas voter who wishes to receive a faxed federal ballot for the General Election, must apply to the county clerk no later than the fourth day before the general election.

November 3**County Board Advertises Challenge and Complaint Procedures at Polling Places***(Day before General Election)*

Notice to be published on this date.

N.J.S.A. 19:12-9

November 4**General Election Day***(Tuesday next after first Monday in November)*

N.J.S.A. 19:2-3

Polls are open from 6 a.m. to 8 p.m.

N.J.S.A. 19:15-2

November 4**Certified Statements of Election Results**

Election results certificates, completed by district boards, shall be delivered to the municipal clerks, county clerks, and superintendents of elections as required.

N.J.S.A. 19:17-3

November 4 - 19**Impoundment Period for Voting Machines Used in the General Election**

The counter compartment of the voting machines shall be locked for a period of 15 days following the completion of the count by the district election officers.

N.J.S.A. 19:52-6

November 10**County Board of Canvassers**

On this date, the board of county canvassers shall meet for the purpose of certifying the canvass made by the county clerk.

N.J.S.A. 19:19-1

November 15**Recount Applications to Judge of Superior Court***(On or before second Saturday after General Election)*

Applications for recount of votes cast for a candidate at the general election shall be made on or before this date.

N.J.S.A. 19:28-1

2003**New Jersey Chronological Elections Guide****State and Federal Elections Calendar****Date(s)****Deadlines and Citations****November 19****Application for Recheck of Voting Machines***(Within 15 days after General Election)*

Deadline to apply for recheck of voting machines by defeated candidate or ten (10) qualified voters (in the case of a public question).

N.J.S.A. 19:52-6

December 2**Board of State Canvassers***(On or before the 28th day after General Election)*

Board of State Canvassers to meet on or before this date to certify the election of state officers.

N.J.S.A. 19:21-1

December 4**Deadline to File Election Contest Petition**

The petition contesting any election to public office shall generally be filed in Superior Court no later than 30 days after the election.

N.J.S.A. 19:29-3

2003**New Jersey Chronological Elections Guide****Statutory Schedule for Non-Partisan Municipal Elections****Date(s)****Deadlines and Citations**

Pursuant to the Uniform Non-Partisan Elections Law N.J.S.A. 40:45-5, et seq
 May 13, 2003

March 17 - April 14**Notice of Election**

*Notice of election to be published, stating date of election, voting hours and a list of polling places.¹

19:12-7

March 20**Nomination Petition Deadline**

- (a)*** Petitions of Nomination² 40:45-8
- (b)** Candidates' Oath and Acceptance of Nomination (*annexed to petition*) 40:45-8
- (c)** Campaign Manager's Oath (*annexed to petition*) 40:45-8
- (d)** Application for Designation (6 words) (*included in petition*) 40:45-10
- (e)** Applications for bracketing of Candidates (*included in petition*) 40:45-10
- (f)** Identification (candidates with same name) 40:45-14

March 24**Publish Notice – Absentee Ballot Availability**

Notice to persons desiring absentee ballots, including civilian and persons in military service or patients in veterans hospitals and to their relatives and friends, as specified in 19:57-6; notice to be published in at least one newspaper and also in a display advertisement

19:57-7

March 24**Filing Deadline for Objections to Petitions**

Last Day to file written objections (4:00 p.m.)

19:13-10

March 26**Deadline to Amend Defective Petition**

- (a)** Last day for defects in petitions to be corrected 40:45-9(d)
Signatures may not be added after the last day for filing of original petition

March 28**Notice of Ballot Draw**

Two day notice to candidates by registered mail of date, time and place for drawing for position on ballot

40:45-12

March 31**Ballot Draw**

Drawing for position on ballot held at Municipal Clerks office

40:45-12

April 1 - 10**Publication of Candidates' Names**

Names of candidates as they appear on ballot to be published once in each of two newspapers having circulation in the municipality and published in the State of New Jersey

40:45-13

¹Reminder: Certification of polling places must be sent to County Board of Elections 19:8-2

²Election Law Enforcement Commission (ELEC) to be notified of eligible candidates by Municipal Clerk 40:45-8

2003**New Jersey Chronological Elections Guide****Statutory Schedule for Non-Partisan Municipal Elections****Date(s)****Deadlines and Citations****April 1****Official Ballot Ready for Printer**

On or before noon on this date, the Municipal Clerk shall have ready for the printer a copy of the contents of official ballots

19:14-1

April 3**Mailing of Absentee Ballots**

Military and Civilian absentee ballots to be mailed by County Clerk as soon as practicable after 40th day before election

19:57-11

April 14**Voter Registration Deadline**

Last day for voters to register

19:31-6

April 29**Deadline for Filing of Challenger Credentials**

Last day to file with County Board of Elections, names of two challengers for each candidate per district. Generally, only one may remain in polling place at any one time.

19:7-3

May 2**Deadline for Committee for Bracketed Candidates Filing of Vacancy**

When several candidates for the Office of Commissioner (in non-partisan Municipalities where such office exists) petition for bracketing with the same slogan, they may file with the Municipal Clerk the names of three persons as a Committee on Vacancies.

40:45-10.1

May 6**Deadline for Civilian Absentee Ballot Application by Mail**

Mailed Civilian and Military absentee ballot applications must be filed with County Clerk's office

19:57-4

May 7 - 14**Deadline for Civilian Absentee Ballot Application in Person**

Civilian absentee voters who fail to apply in writing for an absentee ballot seven days prior to the election may apply in person, or by authorized messenger, to the County Clerk on any day up to 3:00 p.m. on the day before election

19:49-3

May 7**Deadline for Mailing Sample Ballot**

On or before noon on Wednesday preceding election, mail sample ballot.

19:14-25

May 12**Delivery of Ballot and Polling Place Supplies**

Ballots, ballot boxes, keys and other equipment and supplies delivered to District Boards.

19:14-35

May 13**Election Day**

40:45-7

Election results certificates, completed by District Boards, shall be delivered to Municipal Clerks, County Clerks and Superintendents as required

40:45-16

Municipal Clerk certifies election results, the public may be present

19:17-3

July 1**Commencement of Term**

Terms of office commence unless otherwise provided by law

40:45-17

2003

New Jersey Chronological Elections Guide

School Election and Budget Procedures Calendar

Table of Contents

Provided by the New Jersey Department of Education, Division of Finance

	Page
■ Type II School Districts Including All Regional Districts	20
■ Type I School Districts	26
■ State-Operated School Districts	28
■ County Vocational Districts	30
■ County Special Services School Districts	31
■ Educational Service Commissions	32

Provided by the New Jersey Department of Education, Division of Finance

Any dates subsequently released by the Department of Law & Public Safety, Division of Elections concerning the provisions of Title 19 of the New Jersey Statutes which differ from those contained herein shall supersede those dates. This document is intended as an administrative convenience and does not constitute a statement of law. This document should not be relied upon as a substitute for the district's review of applicable law or consultation with counsel.

The county board of election of the county in which the election district is located shall designate two members of the district board of election to perform all the duties of the district board for that election, except that where there are electronic voting systems and more than 900 registered voters four members shall be designated.

The county board of elections shall appoint from the designees one to serve as judge and one to serve as inspector for school elections.

Upon the request of a board of education or the clerk of a municipality in the county or upon its own initiative, the county board may designate the polling place and voting equipment of one election district to serve as the polling place and voting equipment for the voters of one or more other election districts for school elections. Such a designation shall be based on the casting of no more than 500 ballots during each of the two preceding annual school elections by the voters of the election districts for which that polling place is designated. If, at two consecutive annual school elections thereafter, the number of ballots cast by the voters in those election districts is more than 500, the county board shall effect an appropriate revision of the election districts using that polling place. If a request is from a municipal clerk, the request shall apply only to the election districts in that municipality.

If one polling place is designated for two or more election districts, the county board shall designate at least two members from among the members of the district boards of election of those election districts to perform all the duties of the district board for the school election. The county board shall also appoint one of the persons so designated to serve as judge and another of those persons to serve as inspector for school elections.

The regional board of education may, in submitting to the voters the amount of money to be voted upon for the use of the regional schools of the district, identify the amount of money determined to be the constituent municipality's share. Including this information for voters would make clear to those voters the exact amount of taxes that the constituent municipality would be required to raise to support the regional school district budget.

2003**New Jersey Chronological Elections Guide****School Election and Budget Procedures Calendar****Date(s)****Type II Districts (Including All Regional) • Deadlines and Citations****“On or about”
February 6****State Aid Notices to Be Released***(Within 2 days of the Governor’s budget message)*

The commissioner will release state aid notices for the 2003-04 school year within two days of the Governor’s budget message.

18A:7F-5, amended

The Governor shall formulate his budget recommendations which shall be transmitted to the Legislature as a budget message on or before the third Tuesday following the first meeting of the Legislature in each year, except a year in which a Governor shall be inaugurated, when he shall do so on or before February fifteenth following the commencement of his term.

52:27B-20, amended

Feb 15 - Mar 17**Notice of School Election to Be Published***(During the 30 days next preceding the day fixed for the closing of the registration books for the election)*

Notice of school election shall be published once during this period.

19:12-7, amended

February 24**Publish Notice – Military Service and Civilian Absentee Voters***(Prior to the 50th day immediately preceding the School Election)*

The county clerk in the case of a school election in a regional or other school district comprising more than one municipality or the clerk of the municipality for a school district comprising a single municipality shall publish or cause to be published the notices to persons desiring military service and civilian absentee ballots prior to the 50th day immediately preceding the election. Notices shall be published separately in at least one newspaper in each district in which the election is to be held or if no newspaper is published in the district, then in a newspaper published in the county and circulating in the district. All notices shall be display advertisements.

19:57-7, amended

February 24**Nominating Procedures***(50th day preceding the date of the election, by 4:00 pm)*

Nominating petitions must be filed with the secretary of the board of education on or before 4:00 p.m. of the 50th day preceding the date of the election.

19:60-7, amended

February 25**Submission of Abbott District Budgets to County Superintendent***(7 days prior to submission of all other school district budgets)*

Last day for an Abbott district to submit the school district budget statement and supporting documentation to the county superintendent.

18A:7F-6

February 28**Objections to Nomination; Candidate Complaint***(46th day prior to election)*

Last day to file objections to candidates’ petitions.

19:60-7, amended

Last day a candidate may file a complaint with the Superior Court setting forth any invasion or threatened invasion of rights under the candidate’s petition .

19:60-7, amended

March 3**Withdrawal of Candidate; Objection to Petition***(44th day prior to election, 44th day prior to election fell on Sunday, so it is on Monday)*

Last day for a candidate to withdraw name or to amend a defective petition.

19:60-7, amended

Last day for a board of education to make a determination on an objection to a candidate’s petition.

19:60-7, amended

2003**New Jersey Chronological Elections Guide****School Election and Budget Procedures Calendar****Date(s)****Type II Districts (Including All Regional) • Deadlines and Citations****March 5****Secretary of Board of Education Drawing for Ballot Positions***(7 working days following the last day for filing petitions for the annual school election)*

The drawing of names for ballot positions shall be performed by the secretary of the board of education and take place seven working days following the last day for filing petitions for the annual school election. The secretary of the board of education shall make public announcement at the drawing of each name, the order in which the name is drawn and the term of office for which the drawing is made.

19:60-8

March 4**Adoption and Filing of Budget***(March 4th each year)*

Districts must prepare an itemized budget and submit the budget to the county superintendent of schools.

18A:7F-5, amended and 18A:7F-6

March 7**Certification of Drawing***(2 days after drawing for ballot positions)*

Last day for secretary of the board of education to certify results of drawing to the county clerk.

19:60-8

March 17**Last Day to Register for School Election***(29 days preceding the annual school election)*

The law provides that persons may register to vote up to 29 days preceding the annual school election either at the county board of elections or at the office of the municipal clerk.

19:31-5, amended and 19:31-6, amended

March 18**Notice of Public Hearing***(4 days prior to public hearing on budget)*

Last day to advertise for earliest public hearing. The board of education shall cause notice of such public hearing and the statement annexed to the budget to be published at least once in at least one newspaper published in the district and if no newspaper is published therein, then in at least one newspaper circulating in said district not less than four days prior to the date fixed for such public hearing.

18A:22-10, amended, 22-11, amended and 22-12

March 22**Budget Approval by County Superintendents***(March 22nd each year)*

Last day for county superintendents to approve the budget statement to be advertised.

March 22**Preparation of the Budget***(March 22nd each year)*

Last day to finalize budget for ensuing school year.

18A:22-7, amended, and 22-8, amended

March 22**Earliest Date for Public Hearing on Budget***(March 22nd each year)*

Earliest date to hold public hearing on budget.

18A:22-10, amended

Public hearing may not be held until the county superintendent of schools has approved the budget and the budget and meeting date have been posted and advertised in at least one newspaper.

2003**New Jersey Chronological Elections Guide****School Election and Budget Procedures Calendar****Date(s)****Type II Districts (Including All Regional) • Deadlines and Citations****March 25****Notice of Public Hearing***(4 days prior to public hearing)*

Last day to advertise for a public hearing on the budget.

18A:22-11, amended and 22-12

March 28**Deadline to Adopt Budget***(No later than 18 days prior to the election)*

Last day to adopt budget prior to election.

18A:22-32, amended

March 29**Last Day for Public Hearing***(March 29th each year)*

Last day to hold public hearing.

18A:22-10, amended

March 29**Deadline to Submit Public Question Statement to the County Clerk***(17th day preceding the annual school election, before 10:00 a.m.)*

The secretary of each board of education not later than 10 o'clock a.m. of the 17th day preceding the annual school election shall make and certify and forward to the clerk of the county in which the school district is located a statement designating any public question to be voted upon at the election. The Department of State, Division of Elections requests that boards of education submit the public questions to the county clerk as early as possible to allow for the absentee ballots and the sample ballots to be printed and delivered on time.

19:60-4

March 29**Official Ballot for Printer***(17th day preceding the annual school election)*

Every county clerk shall have ready for the printer a copy of the contents of official ballots required by law to be printed for use at a school election not later than the 17th day prior to the election.

19:60-9, amended

April 1**Filing of Appointments***(2nd Tuesday preceding election)*

Last day for candidates to file for appointment of challengers and alternates with the county board of elections.

19:7-3, amended

April 1**Appointment of Challengers***(2nd Tuesday preceding election)*

Last day for appointment of challengers and alternates for public questions by petition.

19:7-4, amended

April 5 - 12**Publication of Notice of Election***(Calendar week before the week of the election)*

Notice of the school election shall be published once during the calendar week before the week in which the school election is held.

19:12-7, amended

April 7**Budget Statement to County Superintendent***(8th day prior to election day)*

Last day to provide budget statement certification and copy of official ballot to county superintendent of schools.

2003**New Jersey Chronological Elections Guide****School Election and Budget Procedures Calendar****Date(s)****Type II Districts (Including All Regional) • Deadlines and Citations****April 7 or 9
(on or before
12 noon)****Mailing Sample Ballots***(Wednesday preceding election day, or 8th day prior to election day)*

The county clerk shall deliver and the municipal clerk or Commissioner of Registration (as applicable per N.J.S.A. 19:14-21) shall mail sample ballots to all registered voters

19:14-25, amended

April 8**Board of School Estimate – Determination of Budget***(April 8th each year)*

Last day for the board of school estimate of a Type II district with a board of school estimate to adopt a tax certificate for the budget.

18A:22-26, amended

April 8**Absentee Ballot Applications by Mail***(Not less than 7 days prior to election)*

Last day to receive mail applications for military service and civilian absentee ballots. At any time not less than seven days prior to an election, a military service or civilian absentee voter may apply to the county clerk for an absentee ballot.

19:57-4, amended and 19:57-6

April 14**Absentee Ballot Applications in Person***(1 day prior to election, before 3:00 p.m.)*

Up to 3:00 p.m., any civilian absentee voter who failed to apply by mail within seven days prior to the election may apply in person to the county clerk for an absentee ballot.

19:57-4, amended

April 15**Board of School Estimate – Certification and Raising of Appropriations for Budget***(April 15th each year)*

Last day for the board of school estimate of a Type II district with a board of school estimate to deliver to county board of taxation and governing body the tax certificate for the budget for the ensuing school year.

18A:22-26, amended

April 15**School Election Date***(3rd Tuesday in April)*

Annual school election in all districts. Polls shall be open between the hours of 5 and 9 p.m. and during any additional time which the school board may designate between the hours of 7 a.m. and 9 p.m.

19:60-1

**Within two days
following
certification of
election results****Board of Education Certification of Results***(within two days following certification of election results)*

Last day for board of education to certify to the county board of taxation the amount approved by voters to be raised for the ensuing school year.

18A:22-33, amended

April 17**Defeated Budget***(2 days after election)*

Last day for a board of education to deliver to the governing body the proposed budget that the voters defeated.

18A:22-37, amended and 18A:13-19, amended

2003**New Jersey Chronological Elections Guide****School Election and Budget Procedures Calendar****Date(s)****Type II Districts (Including All Regional) • Deadlines and Citations****April 21 - May 2****First Regular Meeting of Board***(Any day of the first or second week following the annual school election)*

All Type II boards of education including all regional districts shall organize annually on any day of the first or second week following the annual school election.

18A:10-3, amended

Each board of education shall organize annually at a regular meeting held not later than 8:00 p.m. If the organization meeting cannot take place on that day by reason of lack of a quorum or for any other reason, the meeting shall be held within three days thereafter.

18A:10-3, amended

April 30**Non-tenured Teaching Staff, Observation and Evaluation***(April 30th each year)*

Each nontenured teaching staff member employed must be observed and evaluated before this date each year.

18A:27-3.1, amended

May 15**Non-tenured Teaching Staff; Offer of Employment or Notice of Termination***(May 15th each year)*

Last day for each board of education in the state to give to each nontenured teaching staff member either a contract of employment or written notice if employment will not be offered.

18A:27-10, amended

May 19**Determination by Municipal Governing Body Where Items Rejected at Election***(May 19th each year)*

Last day for the governing body after consultation with the board to determine and certify to the county board of taxation the amount of money necessary for school purposes to be raised by taxation for the ensuing school year.

18A:22-37, amended and 18A:13-19, amended

**10 days after
action by
governing body****Application for Restoration; Automatic Review – Comments by Board of Education**

Within 10 days after certification of the general fund tax levy by the governing body or bodies, a district board of education eligible for restoration of budget reductions pursuant to N.J.A.C. 6A:23-8.10(f)1 or 2 may submit to the Commissioner an application for such restoration. The application must be submitted to the appropriate county superintendent, and a copy of the complete application must concurrently be provided to the governing body or bodies.

N.J.A.C. 6A:23-8.10(f)3

Within 10 days of delivery to the district board of education and the county superintendent, pursuant to N.J.A.C. 6A:23-8.10(a) or (b), of a budget below the minimum T&E budget (subject to automatic review), a district board of education may submit to the county superintendent any comments it may wish to make in response to the demonstration provided at the time of certification by the governing body or bodies, that the specific reductions made will not adversely affect the ability of the district to provide a thorough and efficient education or the stability of the district given the need for long term planning and budgeting.

N.J.A.C. 6A:23-8.10(e)2

**10 days after
receipt of district
board of
education's
application****Application for Restoration – Comments by Governing Body(ies)**

Within 10 days of receipt of the district board of education's application, the governing body or bodies may submit to the county superintendent any comments it may wish to make on the board's application. A copy of such comments must be concurrently provided to the board of education.

2003**New Jersey Chronological Elections Guide****School Election and Budget Procedures Calendar****Date(s)****Type I Districts • Deadlines and Citations****On or about
February 6****State Aid Notices to be Released***(Within 2 days of the Governor's budget message)*

The commissioner will release state aid notices for the 2003-04 school year within two days of the Governor's budget message.

18A:7F-5, amended

The Governor shall formulate his budget recommendations which shall be transmitted to the Legislature as a budget message on or before the third Tuesday following the first meeting of the Legislature in each year, except a year in which a Governor shall be inaugurated, when he shall do so on or before February fifteenth following the commencement of his term.

52:27B-20, amended

February 25**Abbott District Budgets***(7 days prior to submission of all other school district budgets)*

Last day for an Abbott district to submit the school district budget statement and supporting documentation to the county superintendent.

18A:7F-6

March 4**Adoption and Filing of Budget***(March 4th each year)*

Districts must prepare an itemized budget and submit the budget to the county superintendent of schools.

18A:7F-5, amended

March 18**Notice of Public Hearing***(4 days prior to earliest public hearing)*

Last day to advertise for earliest public hearing.

The board of education shall cause notice of such public hearing and the statement annexed to the budget to be published at least once in at least one newspaper published in the district and if no newspaper is published therein, then in at least one newspaper circulating in said district not less than four days prior to the date fixed for such public hearing.

18A:22-10, amended, 22-11, amended and 22-12

March 22**Budget Approval by County Superintendents***(March 22nd each year)*

Last day for county superintendents to approve the budget statement to be advertised.

March 22**Delivery of Budget to Board of School Estimate***(March 22nd each year)*

Last day for Type I boards of education to finalize and deliver the itemized budget to each member of the board of school estimate.

18A:22-7, amended

March 22**Earliest Date for Public Hearing***(March 22nd each year)*

Earliest date for public hearing on budget by board of school estimate in Type I districts.

18A:22-10, amended

March 25**Notice of Public Hearing***(4 days prior to latest public hearing)*

Last day to advertise for a public hearing on the budget.

18A:22-11, amended and 18A:22-12

2003**New Jersey Chronological Elections Guide****School Election and Budget Procedures Calendar****Date(s)****Type I Districts • Deadlines and Citations****March 29****Last Day for Public Hearing***(March 29th each year)*

Last day to hold public hearing.

18A:22-10, amended

April 8**Deadline for Board of School Estimate to Adopt and Certify Budget***(April 8th each year)*

Last day for board of school estimate in Type I districts to adopt budget, and certify to the board of education and governing body the amount of local funds to be appropriated for use of the public schools.

18A:22-14, amended

April 8**Delivery of Budget Statement Certification to County Superintendent of Schools***(April 8th each year)*

Last day to provide budget statement certification to county superintendent of schools.

**10 Days after
action by board
of school
estimate****Application for Restoration; Automatic Review – Comments by Board of Education**

Within 10 days after certification of the general fund tax levy by the board of school estimate, a district board of education eligible for restoration of budget reductions pursuant to N.J.A.C. 6A:23-8.10(f)1 or 2 may submit to the Commissioner an application for such restoration. If the governing body certifies a lower amount in accordance with 18A:22-17, the application may be amended to address additional reductions. The application must be submitted to the appropriate county superintendent, and a copy of the complete application must concurrently be provided to the board of school estimate.

Within 10 days of delivery to the district board of education and the county superintendent, pursuant to N.J.A.C. 6A:23-8.10(a) or (b), of a budget below the minimum T&E budget (subject to automatic review), a district board of education may submit to the county superintendent any comments it may wish to make in response to the demonstration provided at the time of certification by the board of school estimate, that the specific reductions made will not adversely affect the ability of the district to provide a thorough and efficient education or the stability of the district given the need for long term planning and budgeting.

**10 Days after
receipt of
district board
of education's
application****Application for Restoration – Comments by Board of School Estimate**

Within 10 days of receipt of the district board of education's application, the board of school estimate may submit to the county superintendent any comments it may wish to make on the board's application. A copy of such comments must be concurrently provided to the board of education.

April 30**Non-tenured Teaching Staff; Observation and Evaluation***(April 30th each year)*

Each nontenured teaching staff member employed must be observed and evaluated before this date each year.

18A:27-3.1, amended

May 15**Non-tenured Teaching Staff; Offer of Employment or Notice of Termination***(May 15th each year)*

Last day for each board of education in the state to give to each nontenured teaching staff member either a contract of employment or written notice if employment will not be offered.

18A:27-10, amended

May 16**First Regular Meeting of Board***(May 16th each year)*

Each board of education in a Type I district shall organize annually at a regular meeting held not later than 8:00 p.m. If the organization meeting cannot take place on that day by reason of lack of a quorum or for any other reason, the meeting shall be held within three days thereafter.

18A:10-3, amended

2003**New Jersey Chronological Elections Guide****School Election and Budget Procedures Calendar****Date(s)****State-Operated School Districts • Deadlines and Citations****On or about
February 6****State Aid Notices to be Released***(Within 2 days of the Governor's budget message)*

The commissioner will release state aid notices for the 2003-04 school year within two days of the Governor's budget message.

18A:7F-5, amended

The Governor shall formulate his budget recommendations which shall be transmitted to the Legislature as a budget message on or before the third Tuesday following the first meeting of the Legislature in each year, except a year in which a Governor shall be inaugurated, when he shall do so on or before February fifteenth following the commencement of his term.

52:27B-20, amended

February 25**Submission of Abbott Districts Budgets***(7 days prior to submission of all other school district budgets)*

Abbott districts must prepare and submit the budget to the Commissioner of Education.*

18A:7F-6

March 4**Adoption and Filing of Budget***(March 4th each year)*

All state-operated school districts must prepare an itemized budget and submit the budget to the Commissioner of Education.*

18A:7F-5, amended and 18A:7F-6

March 18**Notice of Public Hearing***(4 days prior to earliest public hearing)*

Last day to advertise for earliest public hearing.

At least four days prior to the date fixed for such public hearing, the district shall cause notice of the public hearing and the statement annexed to the budget to be published at least once in at least one newspaper published in the district and if no newspaper is published therein, then in at least one newspaper circulating in said district.

18A:22-10, amended, 22-11, amended and 22-12

March 22**Approval of Budget***(March 22nd each year)*

Last day for the Commissioner to approve the budget statement to be advertised by district.

March 22**Last Day to Present Budget to Board of Education***(March 22nd each year)*

Last day for superintendent to present budget to board of education.

18A:7A-50, amended

March 22**Earliest Date for Public Hearing on Budget***(March 22nd each year)*

Earliest day for public hearing on budget in state-operated school districts.

18A:7A:51, amended

2003**New Jersey Chronological Elections Guide****School Election and Budget Procedures Calendar****Date(s)****State-Operated School Districts • Deadlines and Citations****March 25****Notice of Public Hearing***(4 days prior to latest public hearing)*

Last day to advertise for a public hearing on the budget.

At least four days prior to the date fixed for such public hearing, the district shall cause notice of the public hearing and the statement annexed to the budget to be published at least once in at least one newspaper published in the district and if no newspaper is published therein, then in at least one newspaper circulating in said district.

18A:22-11, amended and 22-12

March 29**Last Day for Public Hearing***(March 29th each year)*

Last day to hold public hearing on budget. Public hearing may be held any day once the Commissioner has approved the budget and the budget and hearing date have been posted and advertised in at least one newspaper.

18A:7A-51, amended

April 8**Budget, Determination of Amounts to be Appropriated***(April 8th each year)*

Last day for state district superintendent to adopt budget and to certify to the county board of taxation the amount of local funds to be appropriated for use in the public schools.

18A:7A-52, amended

April 8**Delivery of Budget Statement Certification to Commissioner of Education***(April 8th each year)*

Last day to provide budget statement certification to Commissioner of Education.

* Informational copy should be submitted to county superintendent of schools.

2003

New Jersey Chronological Elections Guide

School Election and Budget Procedures Calendar

Date(s)

County Vocational Districts • Deadlines and Citations

March 4

Submission of Budget

(March 4th each year)

County districts must submit an itemized budget to the county superintendent of schools.

18A:7F-5, amended

March 25

Budget Approval by County Superintendents

(4th Tuesday in March)

Last day for county superintendents to approve the itemized budget.

March 25

Delivery of Budget to Board of School Estimate

(4th Tuesday in March)

On or before the fourth Tuesday in March, county vocational district boards of education shall prepare and deliver the itemized budget to each member of the board of school estimate and to the county superintendent of schools.

18A:54-28, amended

March 25

First Day for Determination of Appropriation, Certification of Amount

(4th Tuesday in March)

First day for board of school estimate in county vocational districts to adopt budget and certify to the board of education and governing body the amount of funds to be appropriated for use of the county school district.

18A:54-29, amended

April 8

Last Day for Determination of Appropriation, Certification of Amount

(April 8th each year)

Last day for board of school estimate in county vocational districts to adopt budget and certify to the board of education and governing body the amount of funds to be appropriated for use of the county school district.

18A:54-29, amended

10 days after
action by board
of school
estimate

Application for Restoration; Automatic Review – Comments by Board of Education

Within 10 days after certification of the general fund tax levy by the board of school estimate, a district board of education eligible for restoration of budget reductions pursuant to N.J.A.C. 6A:23-8.10(f)1 or 2 may submit to the Commissioner an application for such restoration. If the governing body certifies a lower amount in accordance with 18A:22-17, the application may be amended to address additional reductions. The application must be submitted to the appropriate county superintendent, and a copy of the complete application must concurrently be provided to the board of school estimate.

Within 10 days of delivery to the district board of education and the county superintendent, pursuant to N.J.A.C. 6A:23-8.10(a) or (b), of a budget below the minimum T&E budget (subject to automatic review), a district board of education may submit to the county superintendent any comments it may wish to make in response to the demonstration provided at the time of certification by the board of school estimate, that the specific reductions made will not adversely affect the ability of the district to provide a thorough and efficient education or the stability of the district given the need for long term planning and budgeting.

10 days after
receipt of
district board
of education's
application

Application for Restoration – Comments by Board of School Estimate

Within 10 days of receipt of the district board of education's application, the board of school estimate may submit to the county superintendent any comments it may wish to make on the board's application. A copy of such comments must be concurrently provided to the board of education.

2003**New Jersey Chronological Elections Guide****School Election and Budget Procedures Calendar****Date(s)****Special Services School Districts • Deadlines and Citations****March 4****Submission of Budget***(March 4th each year)*

County districts must submit an itemized budget to the county superintendent of schools.

18A:7F-5, amended

March 25**Budget Approval by County Superintendents***(4th Tuesday in March)*

Last day for county superintendents to approve the itemized budget.

March 25**Delivery of Budget to Board of School Estimate***(4th Tuesday in March)*

On or before the fourth Tuesday in March, special services school district boards of education shall prepare and deliver the itemized budget to each member of the board of school estimate and to the county superintendent of schools.

18A:46-40, amended

March 25**First Day for Determination of Appropriation, Certification of Amount***(4th Tuesday in March)*

First day for board of school estimate in special services districts to adopt budget and certify to the board of education and governing body the amount of funds to be appropriated for use of the county school district.

18A:46-41, amended

April 8**Last Day for Determination of Appropriation, Certification of Amount***(April 8th each year)*

Last day for board of school estimate in special services districts to adopt budget and certify to the board of education and governing body the amount of funds to be appropriated for use of the county school district.

18A:46-41, amended

2003**New Jersey Chronological Elections Guide****School Election and Budget Procedures Calendar****Date(s)****Educational Service Commissions • Deadlines and Citations****January 15**

Notice to Member Boards of Education of Fees and Method of Funding Expenses*(January 15th each year)*

The board shall notify each member of the board of education of the fees to be charged for each service and program for the ensuing school year and the method by which the Commission expenses shall be funded.

18A:6-62, amended

March 8

Budget Adoption by Representative Assembly*(March 8th each year)*

On or before this date, the representative assembly shall adopt a budget for the ensuing fiscal year.

18A:6-62, amended

March 11

Budget Submission to County Superintendent*(within 3 days of adoption of budget)*

Last day to submit the budget to the county superintendent for approval.

18A:6-62, amended

(The budget must be submitted to the county superintendent within three days of adoption.)

2003

New Jersey Chronological Elections Guide

Directory of County Election Officials

Table of Contents

	Page
■ County Clerks	34
■ County Boards of Election	36
■ County Superintendents of Elections/Commissioners of Registration	38

County Clerks

Atlantic County Clerk**Hon. Michael J. Garvin**

Clerk's Office
5901 Main Street
Mays Landing, NJ 08330-1797

- 609-641-7867
- Fax: 609-625-4738

Bergen County Clerk**Hon. Kathleen A. Donovan**

One Bergen Plaza
Room 122
Hackensack, NJ 07601

- 201-336-7020
- Fax: 201-336-7002

Burlington County Clerk**Hon. Philip Haines**

Court Complex, PO Box 6000
49 Rancocas Road
Mount Holly, NJ 08060-1397

- 609-265-5189
- Fax: 609-265-0696

Camden County Clerk**Hon. James E. Beach**

Election Division
6th Street Entrance, Suite 316
PO Box 150
Camden, NJ 08101-0150

- 856-225-7219
- Fax: 856-756-2213

Cape May County Clerk**Hon. Angela F. Pulvino**

7 N. Main Street, PO Box 5000
Cape May Courthouse, NJ 08210-5000

- 609-465-1013
- Fax: 609-465-8625

Cumberland County Clerk**Hon. Gloria Noto**

PO Box 716
60 W. Broad Street
Bridgeton, NJ 08302-2665

- 856-451-8000, Ext. 211
- Fax: 856-455-1410

Essex County Clerk**Hon. Patrick J. McNally**

465 King Boulevard
Room 247
Newark, NJ 07102-1795

- 973-621-4921
- Fax: 973-621-2527/2537

Gloucester County Clerk**Hon. James "Jim" Hogan**

Ct. House, 1st Floor
PO Box 129
1 North Broad Street
Woodbury, NJ 08096-3327

- 856-853-3241
- Fax: 856-853-3327

Hudson County Clerk**Hon. Janet E. Haynes**

583 Newark Avenue
Jersey City, NJ 07306-2018

- 201-795-6112
- Fax: 201-795-2581

Hunterdon County Clerk**Hon. Dorothy K. Tirpok**

71 Main Street
Hall of Records
Flemington, NJ 08822-1495

- 908-788-1214
- Fax: 908-782-4068

Mercer County Clerk**Hon. Catherine DiCostanzo**

Court House, PO Box 8068
209 S. Broad Street
Trenton, NJ 08650-8068

- 609-989-6494
- Fax: 609-989-1111

Middlesex County Clerk**Hon. Elaine Flynn**

PO Box 1110
75 Bayard Street, 4th Floor
New Brunswick, NJ 08901-1110

- 732-745-3827
- Fax: 732-745-2170

County Clerks

Monmouth County Clerk**Hon. M. Claire French**300 Halls Mill Road
Freehold, NJ 07728-1254

- 732-431-7324
- Fax: 732-409-4887 and 732-409-7566

Morris County Clerk**Hon. Joan Bramhall**PO Box 315 - Court Street
Morristown, NJ 07963-0315

- 973-285-6066
- Fax: 973-285-5233

Ocean County Clerk**Hon. M. Dean Haines**PO Box 2191,
Court House, Room 105
118 Washington Street
Toms River, NJ 08754-2191

- 732-929-2018
- Fax: 732-349-4336

Passaic County Clerk**Hon. Ronni Nochimson**401 Grand Street
Paterson, NJ 07505

- 973-225-3632
- Fax: 973-754-1920

Salem County Clerk**Hon. Gilda T. Gill**92 Market Street, PO Box 18
Salem, NJ 08079-1913

- 856-935-7510, ext. 8208
- Fax: 856-935-8882

Somerset County Clerk**Hon. Brett Radi**PO Box 3000, 20 Grove Street
Administration Building
Somerville, NJ 08876-1262

- 908-231-7013
- Fax: 908-253-8853

Sussex County Clerk**Hon. Erma Gormley**4 Park Place
Newton, NJ 07860-1795

- 973-579-0900
- Fax: 973-383-7493

Union County Clerk**Hon. Joanne Rajoppi**Court House, 1st Floor
Room 1152 Broad Street
Elizabeth, NJ 07207-6099

- 908-527-4998/4999
- Fax: 908-558-2589

Warren County Clerk**Hon. Terrance D. Lee**413 Second Street
Court House
Belvidere, NJ 07823-1500

- 908-475-6214
- Fax: 908-475-6208



County Boards of Election

Atlantic County Board of Election

1333 Atlantic Avenue, 4th Floor
Atlantic City, NJ 08401

- 609-343-2235
- Fax: 609-343-2329

Bergen County Board of Election

One Bergen Plaza, Room 310
Hackensack, NJ 07601

- 201-336-6235
- Fax: 201-336-6234

Burlington County Board of Election

49 Rancocas Road
Room G-22, PO Box 6000
Mt. Holly, NJ 08060

- 609-265-5062
- Fax: 609-265-3131

Camden County Board of Election

6981 N. Park Drive, Suite 109E
Pennsauken, NJ 08109

- 856-661-3600
- Fax: 856-661-3616

Cape May County Board of Election

10-12 Mechanic Street, PO Box 5000,
Cape May Courthouse, NJ 08210-5000

- 609-465-6880
- Fax: 609-465-1639

Cumberland County Board of Election

60 Broad Street West, Suite 210
Bridgeton, NJ 08302

- 856-451-8000 ext. 225-229
- Fax: 856-451-3172

Essex County Board of Election

33 Washington Street
Newark, NJ 07102

- 973-621-5070
- Fax: 973-621-6480

Gloucester County Board of Election

1 N. Broad Street, PO Box 129
Woodbury, NJ 08096

- 856-853-3334
- Fax: 856-384-5816

Hudson County Board of Election

595 Newark Avenue, Room 303
Jersey City, NJ 07306

- 201-795-6030
- Fax: 201-795-6032

Hunterdon County Board of Election

Permanent Registration Office
(for deliveries other than USPS use: Route 12
County Complex Hunterdon Building 5A)
PO Box 2900

- Flemington, NJ 08822
- 908-788-1190
 - Fax: 908-806-4686

Mercer County Board of Election

640 S. Broad Street, P.O. Box 8068
Trenton, NJ 08650

- 609-989-6771
- FAX: 609-278-2713

Middlesex County Board of Election

777 Jersey Avenue
New Brunswick, NJ 08901

- 732-745-3471
- Fax: 732-214-1656

Monmouth County Board of Election

300 Halls Mill Road
Freehold, NJ 07728

- 732-431-7150
- Fax: 732-303-7648

Morris County Board of Election

PO Box 900

Morristown, NJ 07963-0900

- 973-285-8350/8351

- Fax: 973-984-8412

(for deliveries other than USPS use: Hall of Records Building, Court Street, 2nd Floor)

Ocean County Board of Election

Court. House Annex

129 Hooper Avenue

Toms River, NJ 08753

- 732-929-2167

- Fax: 732-506-5110

Passaic County Board of Election

401 Grand Street, Room 123

Paterson, NJ 07503

- 973-881-4527

- Fax: 973-523-9121

Salem County Board of Election

94 Market Street

Salem, NJ 08079

- 856-935-7510 Ext. 8330

- Fax: 856-935-6725

Somerset County Board of Election

Administration Building

20 Grove Street, PO Box 3000

Somerville, NJ 08876-1262

- 908-231-7084

- Fax: 908-231-9465

Sussex County Board of Election

18 Church Street

Newton, NJ 07860

- 973-579-0950

- Fax: 973-579-0955

Union County Board of Election

271 North Broad Street

Elizabeth, NJ 07208

- 908-527-4123

- Fax: 908-527-4127

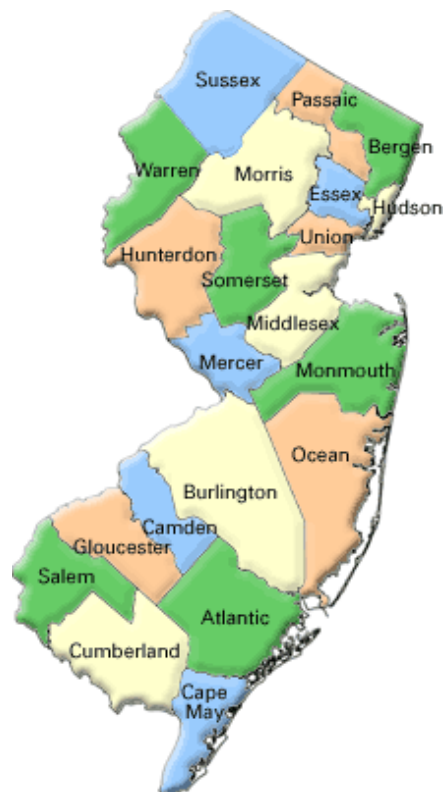
Warren County Board of Election

Court House, 413 Second Street

Belvidere, NJ 07823

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 • Fax: 856-451-3172

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Sussex County

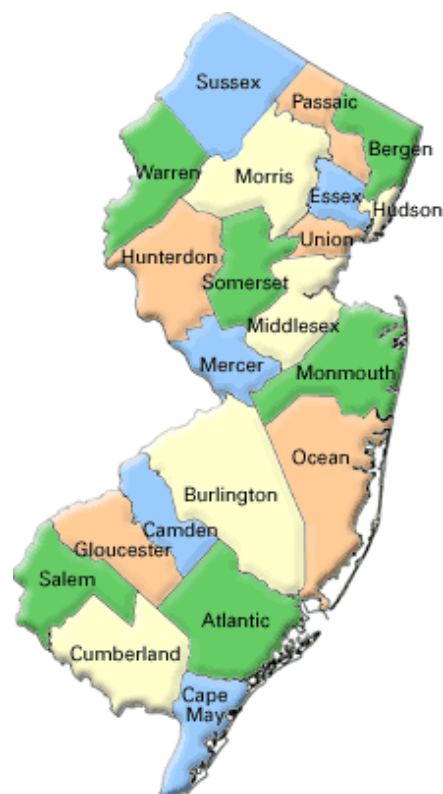
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